

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR0617456**  
POSITION NO: **203230**  
CLASS CODE: **3295**

Date Posted: **01/28/13**  
Closing Date: **02/08/13**

POSITION TITLE: **MUSEUM EXHIBIT TECHNICIAN**  
DEPARTMENT NAME: **Navajo Nation Museum**  
DEPARTMENT NO: **61** WORKSITE LOCATION: **Window Rock, AZ**  
WORKS DAYS/HOURS: **Mon.-Fri.** POSITION TYPE: ☒ Permanent ☐ Temporary ☐ Part-Time  
Days: **8:00 AM - 5:00 PM** GRADE: **R58A**  
SALARY: \$ **22,734.40** Per Annum  
\$ **10.93** Per Hour  
Duration: **40** No. of Hrs/Wk: **40**

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision of the Museum Director, assists with the arrangement of exhibits in the museum galleries and other venues; assists with the constructions and installs exhibit enclosures, panels, cases and backgrounds; paints and finishes surfaces; install and monitors exhibit lighting and other electrical hardware; assists with the maintenance of exhibits by repairing broken equipment, damaged cases, and panels, replacing light bulbs, cleaning and glazing enclosures, and handling, moving, packing and storing collections and ensures their proper handling, support, and protection from adverse conditions.

Assists with the designs and constructs specially designed storage and/or packing crates to transport exhibits from the museum, assists with cataloguing of collections and placement into proper storage locations and conditions; assists with the inventory of stored and displayed museum collections; may provide factual information concerning the museum and its displayed collection; explains points of interest to visitors; may provide security services.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or GED; and

**Experience:**

Two (2) years of exhibits construction, installation and maintenance related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties..

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of building repair, painting, carpentry, cabinetmaking and electrical work.

Knowledge of use and fabrication techniques of wood, plastics, metals and paints.

Knowledge of blueprint reading and lighting techniques.

Knowledge of hand and power tools used in the construction field.

Skill in oral and written communication.

Skill in basic carpentry, cabinetmaking and electrical work.

Skill in interpreting operating and maintenance instructions, manuals, blueprints and sketches.

Skill in establishing and maintaining effective working relationships with others.

**Physical Requirements and Work Environment**

Works in an office, exhibit gallery, construction or storage area, must frequently lift and/or move up to 40 pounds.

**License/Certification Requirements:**

**Preferred:** State Driver License / Tribal Driver Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 4-23-02**